

TAB B

NFAAS HOME PAGE

Navy Family Accountability and Assessment System (NFAAS)

navy.mil https://navyfamily.navy.mil/cas/login?service=https%3A%2F%2Fnavyfamily.navy.mil Google

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Navy Family Accountability and A...

NFAAS | NAVY FAMILY ACCOUNTABILITY and ASSESSMENT SYSTEM

NFAAS Login Page

Navy Military, Civilians, OCONUS Contractors, and their Families
To update your contact information and account (muster)

Click Here

Includes Active Duty, all Reservists, Navy Civilian Employees, NAF and NEX Employees, and their Family Members, as well as OCONUS Contractors affected by an event.

Note: IRR Reservists and contractors in the Continental U.S. can NOT login at this time.

STEP 1: CLICK HERE

Click Here
(CAC Required for Access)

To perform duties for COR, Command & Regional Admin, Personnel Accountability, Analysis & Reporting, Case Management, IA Support & tracking and other related tasks.

Low bandwidth
(CAC Required for Access)

To perform duties for CIAC IA Support & DADT Repeat Training related tasks in Low bandwidth situations.

Login Problems
If you have problems accessing NFAAS, [click here](#) to send an email for assistance. Please include your name, phone number and UIC (if possible) in order for us to contact you. **Please, do NOT include SSN/DOB.**

What is NFAAS?

Navy Family Accountability and Assessment System (NFAAS) standardizes a method for the Navy to account, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. The NFAAS provides valuable information to all levels of the Navy chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.

NFAAS allows Navy Personnel to do the following:

- ✓ **Report Accounting Status**
- ✓ **Update Contact/Location information**
- ✓ **View Reference Information**

Contact [NFAAS Support](#)

This is an Official U.S Navy Web Site

[Privacy & Security Notice](#)

SSN and DOB are used by NFAAS for user log-in and authentication only. It is sent to NFAAS in encrypted format. SSN and DOB information already resides in NFAAS and is not captured and stored from log-in. It is not displayed in NFAAS in any form and is not used for any purpose other than U.S Navy-approved personnel accountability. Users can change their password from DOB after log-in by going to the "MyInfo" page.

Done

LOG IN PAGE

STEP 2:
SELECT USERNAME AND
PASSWORD
FILL IN EMAIL AND
PASSWORD AS DESCRIBED.
(SERVICE MEMBER
MAY HAVE CHANGED TO
PERSONAL EMAIL
ADDRESS)
LOGIN

Navy Family Accountability and Assessment System (NFAAS) Logon

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NAVY FAMILY ACCOUNTABILITY and ASSESSMENT SYSTEM

Select Login Method

☐ Common Access Card (CAC)
☒ Username and Password
☐ Personal Information

Email:
(e.g., Sponsor's .mil addr)

Password:
(YYYYMMDDXXXX, e.g., 197602294321)

Initial password is the sponsor's Date of Birth and last 4 of their SSN(Foreign Nationals use 0000 for the last 4 of their SSN).

Note: IRR Reservists and contractors in the Continental U.S. can NOT login at this time.

LOGIN

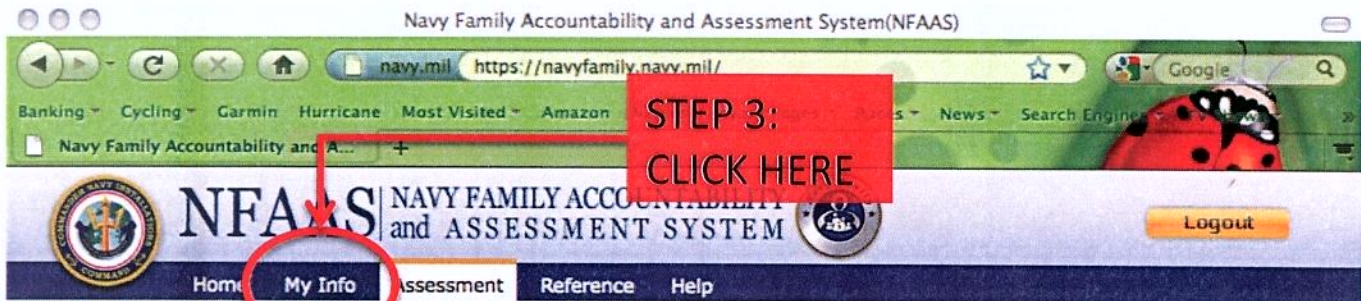
Navy Family Accountability and Assessment System
Technical Support:
nfaas@spawar.navy.mil
1-866-946-9183, 619-553-8167/DSN 553-8167

Contact [NFAAS Support](#) This is an Official U.S Navy Web Site [Privacy & Security Notice](#)

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Done

YOU JUST LOGGED IN



Our records currently indicate that you are not affected by any active event. Therefore, the Assessment Survey is disabled. Please select the "My Info" tab to verify and update your information.

If you believe you have been affected by an event, please contact the 24-hour Navy Emergency Call Center at 1-877-414-5358

If you are stationed in BAHRAIN or JAPAN and are affected by the recent events, go to your My Info tab and update your departure information:

1. Go to My Info tab
2. Select the Contact Information menu item
3. In the Displaced Location region, select the Edit button
4. Update your Japan or Bahrain departure information

MY INFO PAGE

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Navy Family Accountability and A... +

NFAAS NAVY FAMILY ACCOUNTABILITY and ASSESSMENT SYSTEM Logout

Home My Info Assessment Reference Help

1. Summary
2. Contact Information
3. Family Member Info
4. Change Password
5. Vaccination
6. DADT Repeat Trng

Navy Family Information Summary

To see more detail for any section, use the links below.

Contact Information

Sponsor

Name:
Rank/Rate: O5
Command: 3049B - COMNAVREG EURAFSWA NAPLES

Home Address

PSC 817 BOX 108
FPO, AE 096229998
Italy

Phones

Home:
Work:
DSN:
Cell:

Email Addresses

*Email1:
Email2:

Family Information

Name	Relationship	Age
<input type="text"/>	Child	15
<input type="text"/>	Child	12
<input type="text"/>	Child	11

*=Preferred Contact method

DISPLACED LOCATION PAGE

Navy Family Accountability and Assessment System(NFAAS)

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Navy Family Accountability and A...

NFAAS NAVY FAMILY ACCOUNTABILITY and ASSESSMENT SYSTEM

Logout

Home My Info Assessment Reference Help

1. Summary
2. Contact Information
3. Family Member Info
4. Change Password
5. Vaccination
6. DADT Repeat Trng

Displaced Location [Help](#) Click the Edit button to make changes.

No Displaced Location Information. Please edit.

Sponsor's Contact Info [Help](#) Click the Edit button to make changes.

(Sponsor) Manually edit this section as it will NOT be overwritten with data updates! [Verify Info as Current](#) [Edit](#) (Last updated 07-23-2008 by)

*Preferred Contact

Home Address: PSC 817 BOX 108
FPO, AE 096229998
Country: Italy

Primary Email:
Secondary Email:
Cell Carrier: Unknown

DEERS Home Address and Contact info (as of 03-10-2011)

Data from DMDC (pulled from DEERS and other DON databases); Will be overwritten with data updates. To login to DEERS, click here.

Home Address: PSC 817 BOX 108
FPO, AE 096229998
Country: Italy

Home:
Work:
Primary Email:
Secondary Email:

Other POCs [Help](#) Click Add POC to add another point of contact (e.g., Relative, Care Giver). [Add POC](#)

No POC Information. Click Add POC to add a Point of Contact.

*=Preferred Contact method

STEP 5: CLICK HERE

SAFE HAVEN INFORMATION

Navy Family Accountability and Assessment System(NFAAS)

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Navy Family Accountability and A...

NFAAS NAVY FAMILY ACCOUNTABILITY and ASSESSMENT SYSTEM

Home My Info Assessment Reference Help

1. Summary

STEP 6: SELECT EVENT

Event

Which event does this apply to? Select an event

Sponsor Safe Haven/Final Destination

Description:

Country: Select a country

Street 1:

Street 2:

City:

State/Province:

ZIP/Postal Code:

Primary Phone:

Secondary Phone:

Departure Date:

Departure Location:

Family Safe Haven/Final Destination

Description:

Country: Select a country

Street 1:

Street 2:

City:

State/Province:

ZIP/Postal Code:

Primary Phone:

Secondary Phone:

Departure Date:

Departure Location:

Notes

STEP 7: COMPLETE

STEP 6: SAVE

Save Cancel

Done

NFAAS Safe Haven/Final Destination Form

Select Event: ☐ Japan ☐ Bahrain

Sponsor Information:

Last	<input type="text"/>	First	<input type="text"/>
Last 4 SSN	<input type="text"/>	Command Name	<input type="text"/>
Rate/Rank	<input type="text"/>	Command UIC	<input type="text"/>

Sponsor Safe Haven / Final Destination Location:

Description	<input type="text"/>		
Country	<input type="text"/>		
Street 1	<input type="text"/>		
Street 2	<input type="text"/>		
City	<input type="text"/>		
State/Province	<input type="text"/>	Zip/Postal Code	<input type="text"/>
Primary Phone	<input type="text"/>		
Secondary Phone	<input type="text"/>		
Original Departure Date	<input type="text"/>		
Original Departure Location	<input type="text"/>		

Family Safe Haven / Final Destination Location: (Check if Same as Sponsor ☐)

Description	<input type="text"/>		
Country	<input type="text"/>		
Street 1	<input type="text"/>		
Street 2	<input type="text"/>		
City	<input type="text"/>		
State/Province	<input type="text"/>	Zip/Postal Code	<input type="text"/>
Primary Phone	<input type="text"/>		
Secondary Phone	<input type="text"/>		
Original Departure Date	<input type="text"/>		
Original Departure Location	<input type="text"/>		

Notes: Please note any family members that are not located at Family Safe Haven and provide location.

--

Update "My Info" & Family Member Info

- Update Contact/Location Information ("My Info" tab)
- Add/Remove Family Members
- Update Family Members contact/location information
- Add additional points of contact

Update "My Info" - Edit manually or copy from DEERS info

Remember: Keep location and contact information current throughout the event by going to the "My Info" tab.

Additional Resources

- Home Page for timely, changing information
- Reference Library (phone numbers, websites, instructions, policies, etc.) provided for access to numerous resources



NFAAS Home Page and Reference Library

QUESTION:
Would you be ready to account for yourself and your family in the midst of a catastrophic event, such as a hurricane or national pandemic?



NFAAS accounts for and assists all affected sailors and Navy Family Members during a natural or man-made disaster.

Read Inside

NFAAS URL:
<https://navyfamily.navy.mil>

NFAAS Help Desk:
1-866-946-9183
or
1 (619) 553-8167 / DSN 553-8167



NAVY SPONSOR
COMMANDER, NAVY INSTALLATIONS COMMAND
N18
Phone: (202) 433-0766



Space and Naval Warfare Systems Command
GOVERNMENT TECHNICAL SUPPORT
Donna Williamson, SSC Pacific PAAS Project Manager
Phone: 619-553-1596, FAX: 619-553-0512
E-mail: donna.williamson@navy.mil

Nov. 2010



Navy Family Accountability & Assessment System

Supporting Sailors & Families During a Disaster



<https://navyfamily.navy.mil>

Get Assistance during a time of need

NFAAS is the Navy's web-based tool for initial accounting and ongoing support of the Navy Family after a natural or man-made disaster.

NFAAS leads you thru a 3 step process

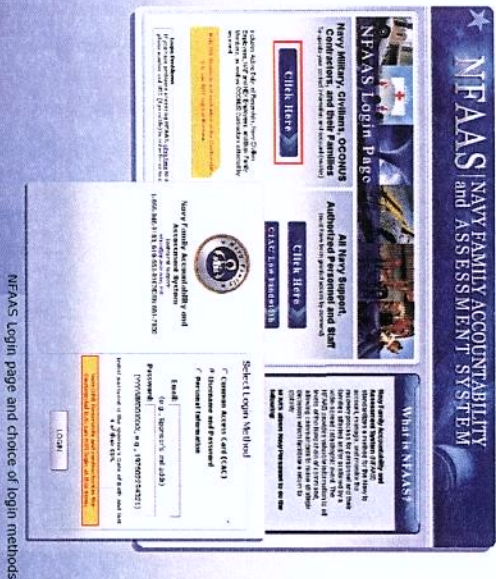
- ✓ **Step 1: Self-Muster for event**
- ✓ **Step 2: Update location and contact info**
- ✓ **Step 3: Complete needs survey (if required)**

↓ **Start Here: Log-on to NFAAS** ↓



<https://navyfamily.navy.mil>

- Click the left button for "Navy Military, Civilians,..."
- Choose a login method and log in.



1. Muster

The self-accounting window will appear automatically.

- Select your appropriate "Status" from the menu.
- Click the "Save" button.

- Status is automatically reported up the chain of command

2. Update Contact/Location

Provide current contact and location information.

- Update home address and means of contact
- Update evacuation location and means of contact

Step 2 is pre-populated with either DEERS data, or filled out by the sponsor in NFAAS for the last known home location.

3. Needs Assessment Survey

Completing the Needs Assessment Survey allows Case Managers to help you identify entitled benefits, and it allows Commands to quickly react to issues facing Navy Families.

- Case Managers tell you how to apply for benefits
- "Needs categories" experts may contact you to provide specific assistance (housing, finance, etc.)
- Information is kept private
- Allows Commands to react quickly to issues facing Navy Family Members
- Helps Navy Leadership understand impact of events

Emergency Coordination Center:
1-877-414-5358

Navy Region Southeast Accountability Team:
1-866-203-6004, (905) 542-2234

NFAAS Help Desk:
1-866-946-9183
(619) 553-8167/DSN 553-8167

Update DEERS info:
<https://www.dmdc.osd.mil/appj/address/index.jsp>

1 Muster for Event!

How are you doing?

Select the appropriate accounting status.

2 Update Contact and Location

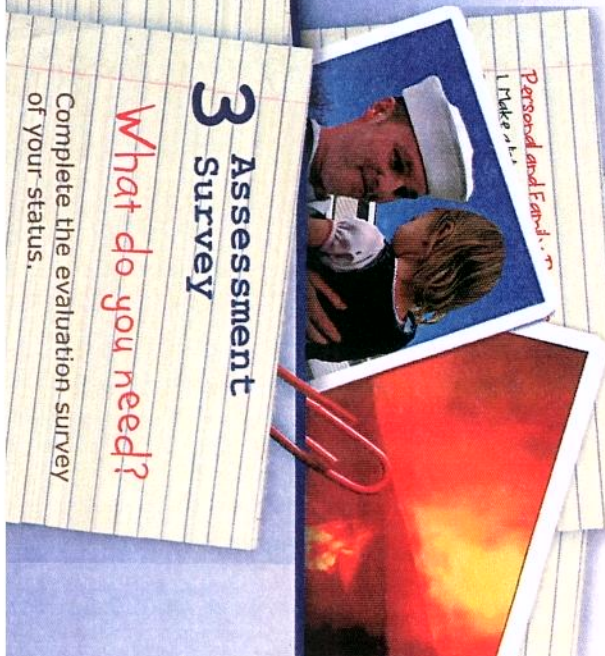
Where are you?

Verify your contact information.

3 Assessment Survey

What do you need?

Complete the evaluation survey of your status.



**Frequently Asked Questions
Authorized/Ordered/Evacuation
Departure of
Civilian Employees and Eligible Family
Members (EFM)**

Department of the Navy

March 2011





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GENERAL

JTR – DoD Joint Travel Regulations

DSSR – Department of State Standard Regulations

1. Q: What is the difference between an authorized departure and an ordered departure?

A: The law uses the terms synonymously. There is no difference in benefits now in application of the regulations. Note: Once the State Department approves the evacuation status for the overseas location—either authorized or ordered—the 180-day window for allowances eligibility begins.” By law an evacuation cannot last longer than 180 days. – JTR C6200.Q2

2. Q: Do all US Government agencies subscribe, follow or adhere to the DSSR on evacuations?

A: In general the answer is yes. In accordance with DSSR 645 all civilian agencies have agreed to implement the regulations. In order to ensure fair and consistent treatment of all evacuees, any agency that proposes to deviate from DSSR Chapter 600 must seek Secretary of State approval.

Uniformed military personnel and their dependents are covered separately under the Department of Defense Joint Federal Travel Regulations. – JTR C6200.Q2

3. Q: Are the authorized departures from Manama, Bahrain and the Island of Honshu, Japan funded departures for civilian employees’ eligible family members?

A. Yes, both authorized departures are funded and the financial responsibility is the civilian employees’ commands using their FY11 TDY O&MN funds per DFAS message R 151600Z March 11 ZYB. DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel should be used for evacuation travel for authorized departures for civilian eligible family members and applicable civilian employees departing Bahrain and as of March 19, 2011, authorized departures for civilian eligible family members only from Japan.

The civilian employees’ name and social security number should be used on both the employees’ and the dependents’ evacuation orders. Evacuation orders for civilian eligible family members and applicable civilian employees should contain the following data:

- A. Block 2: Name of the Civilian Employee
- B. Block 3: Social Security Number of Civilian Employee
- C. Block 4: Position Title and Grade of Employee
- D. Block 5: Location of Civilian Employee’s Permanent Duty Station

-
- E. Block 9: OCONUS Authorized Departure
 - F. Block 10a: Number of Days Authorized At the Safe haven
 - G. Block 10b: Effective Date of Departure (Note: authorized departure is not authorized prior to date of the official departure notice or beyond its termination.)
 - H. Block 11: Location (City/State) of Safe haven/Approved Alternate (City/Country) of foreign OCONUS Safe haven
 - I. Approve/Authorize "Variation Authorized"
 - J. Block 12: Annotate the Appropriate "Transportation Mode"
 - K. Blocks 13, 14 & 15: Self Explanatory
 - L. Block 16:
 - a. Cite "This Evacuation Has Been Authorized by Competent Authority Per (Fill In the Blank)
 - b. If Applicable Please Cite Eligible Family Members (1) Name, (2) Relationship to Civilian Employee and (3) Date of Birth in accordance with JTR, Chapter 6, Part C
 - c. Note Requested Authorized Evacuation Allowances In Accordance with JTR, Chapter 6, Part C
 - M. Blocks 17, 18, 19, 20, 21 & 22: Self Explanatory

In accordance with DoD Financial Management Regulation, Volume 9, Chapter 7, paragraph 070402 DD Form 2461 Authorization for Emergency Evacuation Advance and Allotments Payments For DOD Civilian Employees should be used for requesting Evacuation advances and payments. Travel Voucher and Subvoucher should be used for filing evacuation order claims.

SAFE HAVEN

4. Q: How does an eligible family member (EFM) select an official safe haven and what is the subsistence expense allowance (SEA) based on?

A: Secretary of State consistently designates the United States (the 50 United States and the District of Columbia) as the official safe haven location. An alternate foreign OCONUS safe haven location may be authorized when approved by the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)).

An EFM evacuee should select an official US safe haven based on where he/she anticipates spending the longest time—such as where children may go to school or where family/friends reside.

Although an evacuee is not required to remain at the official US safe haven, any SEA payments will be based on the per diem rate of the official safe haven location. An official safe haven location (in the US) for eligible family members may be changed once during an evacuation and SEA payments will then be based on the new official US safe haven. However, any change in safe haven location is at the evacuee's personal expense, except when previously evacuated EFMs are allowed to rejoin their evacuated sponsor (the employee) in Washington, DC (or wherever his/her work assignment location is during evacuation).

Be sure to notify the appropriate evacuee locator and accounting offices of any change in address. – JTR C6200.614

5. Q: May an evacuated employee choose to accompany family members to their safe haven point prior to the employee reporting for work at the official safe haven?

A: The agency head determines whether an employee must report directly to the official safe haven and if any annual leave is authorized. However, the employee's travel at government expense will be cost constructive not to exceed the cost of travel from the post to the location where the employee will report to work per DSSR 631a.(1)). The employee is not eligible for SEA until he/she arrives at the official safe haven. – DSSR FAQ 8

6. Q: May an evacuated employee accompany EFMs to their official safe haven if they are unable to travel alone due to special needs or minor age?

A: An employee or other adult escort (e.g. friend, nanny, other evacuee) may accompany EFMs unable to travel alone to their official US safe haven and receive reimbursement for travel expenses. When an employee elects to have an escort accompany EFMs to their official US safe haven, the escort's travel will be on a cost constructive basis calculated from the evacuated post to the US duty station. – JTR.Q6

7. Q: What benefits are available for those going to an alternate foreign safe haven?

A: Benefits are only available if the alternate foreign safe haven is approved as in the best interest of the US Government by the PDUSD (P&R) following endorsement by the employee's command or designee on behalf of the agency employee's eligible family members (EFMs). The only benefits are cost constructive travel (not to exceed the cost of travel between the evacuated post and the US duty station) under DSSR 631a (1), and limited SEA, based on the lowest of three per diem rates: the official safe haven, the alternate approved safe haven, or the standard CONUS, under DSSR 632.2b. No education allowance of any type can be authorized, nor are any diplomatic immunities, privileges, or services available at an alternate approved safe haven. – DSSR FAQ11

8. Q: May previously evacuated eligible family members (EFMs) join the employee at his or her official safe haven?

A: Yes, EFMs evacuated to a US or authorized foreign safe haven may be permitted to rejoin the employee subsequently evacuated to a US duty station. Transportation costs would be at US Government expense for the family members from their official US safe haven to the employee's US duty station. EFM travel from an alternate approved safe haven to the employee's official US duty station will be on a cost constructive basis not to exceed the cost of travel from the evacuated post to the US duty station (DSSR 631a(1)). – DSSR FAQ 12

9. Q: May an employee and eligible family member (EFM) children take an authorized departure from post while the employee's spouse remains at post for professional reasons?

A: Yes, an employee and EFM children may be granted an authorized departure from post upon approval of the local command per DSSR 610j. If they were married couple employees, the employee's spouse would not be required to evacuate. If the employee's spouse is a locally hired employee at the activity or is otherwise employed outside the command, the spouse would not be required to evacuate, for example, if the employee's spouse was employed as a teacher in an international school. – DSSR Q13

10 Q: May an eligible family member (EFM) on educational travel or "away from post" education allowance, travel to the safe haven following evacuation of a post?

A: Yes. Either the official or alternate foreign safe haven location displaces the foreign post of assignment for travel purposes under education allowance and educational travel as provided in DSSR 633.2 and DSSR 633.4, respectively. Note: Payment of subsistence expense allowance (SEA) is not allowed for children on "away from post" education allowance (DSSR 633.2). Payment of SEA is allowed for children under educational travel only when they are at the safe haven and only for children unmarried and under 21 (see definition of child in DSSR 040m(2)). – JTR.Q7

11. Q: Do newly assigned employees/eligible family members (EFMs) not yet arrived at the post qualify for evacuation benefits under DSSR Chapter 600?

A: Under the evacuation benefits law, only employees and dependents who are temporarily away from their foreign post of assignment at the time of the evacuation order are eligible for evacuation benefits if prohibited from returning. However, the transfer allowance authority, DSSR 245 does allow equivalent benefits to certain newly assigned personnel who are prohibited from proceeding to post. These equivalent benefits provide for SEA payments as well as justified grace periods needed to return to post at the end of an evacuation, and the lease penalty payment.

To qualify for these equivalent benefits the following three criteria must be met on the date of the ordered/authorized departure:

- (1) the employee's transfer orders had been issued;
- (2) on the date of the ordered/authorized departure order the employee must have been within 60 days of scheduled departure to the new post; and
- (3) either (a) the employee's household goods had already been packed out and the employee's residence had been vacated; or (b) the employee transferring from a post in the US has an irrevocable contractual agreement for lease or sale of his or her residence; or (c) the employee has transferred from a foreign post with direct transfer orders (i.e. no home leave, or equivalent, prior to reporting to the new foreign post) and is required by post to vacate residence quarters.

If all three criteria are not met, EFMs are eligible for only Involuntary Separate Maintenance Allowance under DSSR 262.1. – DSSR FAQ 15

SUBSISTENCE EXPENSE ALLOWANCE (SEA) & ADVANCE PAYMENTS

12. Q: When do Subsistence Expense Allowance (SEA) benefits commence for evacuees?

A: (1) US Safe haven: SEA benefits will commence from the day following arrival at the official safe haven location, per DSSR 632. No SEA will be paid for travel enroute to official safe haven location.

(2) Alternate Approved Safe haven (outside the US): If an alternate foreign safe haven is approved prior to the EFMs evacuation, SEA benefits will commence from the day following arrival at the approved alternate safe haven location. If an alternate safe haven is approved after evacuees have arrived at that location, SEA will commence no earlier than the date the Department received the request for the alternate safe haven. If the request for an alternate safe haven is denied, no SEA is authorized until the evacuee arrives at the authorized safe haven. – DSSR FAQ 16

13. Q: What is the maximum time period an employee may receive SEA payments?

A: Evacuation status is authorized by the Under Secretary of State for Management in 30-day increments, up to a maximum of 180 days, per DSSR 623f. – DSSR FAQ17

14. Q: What happens to an employee's allowances and differentials during the period of SEA payments?

A: Post differential and post allowances terminate as of the close of business on the day an employee commences travel under orders for authorized/ordered departure, per DSSR 621.2(a). Employees should check their earnings and leave statements for differential and allowance payments that should have been terminated. The employee is responsible for refunding any overpayments. – DSSR 621

15. Q: Do SEA payments stop while an evacuated employee is on temporary duty (TDY)? What happens to the employee's evacuated eligible family members (EFMs)?

A: Employees in evacuation status may be assigned TDY to another location to meet the needs of the service. However, during the TDY period, when the employee is receiving TDY per diem, the payment of SEA for the individual is suspended, per DSSR 635(a). SEA may be resumed when the TDY ends.

If there are EFMs of this employee in evacuation status, one family member receiving SEA becomes the first evacuee and thus receives lodging per diem. The family is not

disadvantaged since the total SEA benefit package is reduced by only one MI&E allowance when the employee departs on TDY status. – DSSR 635(a)

16. Q: When an employee is authorized/ordered departure after eligible family members (EFMs) have been evacuated at an earlier date, is the employee entitled to SEA under DSSR 632.1, at the full amount for the first evacuee or at the amount for an additional family member?

A: When the employee is evacuated later than EFMs, the employee may be treated as the first evacuee or simply as an additional family member. The DSSR allows for eligible family member(s) and the employee to be at different safe haven locations, however, there can be only one “first evacuee” under the formula (whether commercial or non-commercial) at any given point in time. Note: For reimbursement for larger quarters, only family members residing with the first evacuee at his/her safe haven are counted for this special consideration. – DSSR 632.1

17. Q: May employees and EFMs on renewal agreement travel (RAT) or on funded environmental and morale leave (FEML) receive SEA payments?

A: Employees and EFMs cannot receive SEA while on RAT or FEML status per DSSR 632.4(a). If away from post at the time of the evacuation order, the employee either must return to post or declare his/her intention to do so before any family member can qualify for evacuation benefits. Transportation may be authorized to the official safe haven location. SEA may not commence for evacuees until each arrives at the authorized safe haven and providing the employee has commenced official travel to the duty station (either to safe haven or return to post). Determination of the exact date may also in some circumstances depend on the date the employee or EFMs members were officially due to return to post. – DSSR FAQ 21

18. Q: What if EFMs have been evacuated and the employee later joins the evacuated family on a different type of travel order such as RAT or FEML?

A: Employees cannot receive SEA. However, SEA continues for family members previously evacuated per DSSR 632.4. –JTR 6200.Q12

19. Q: What if the employee/dependent is in health care travel status?

A: SEA payments are not paid when per diem is paid (i.e., while on health care travel). Once the health care travel period is terminated and per diem is no longer paid, the employee/dependent receives SEA on the day following arrival day at the authorized safe haven location. – JTR 6200.Q11

20. Q: If Permanent Change of Station (PCS) travel orders have been issued prior to an employee/EFMs, which orders take precedence?

A: PCS travel orders always take precedence over any other type of travel orders, including evacuation orders. An evacuee's travel should therefore be charged to his/her PCS orders. An evacuee may, however, be eligible to receive SEA benefits if the evacuation occurs prior to his/her originally scheduled PCS travel. When EFM's depart post under evacuation orders, and the employee subsequently departs post under PCS orders, all evacuation benefits will cease for EFM's when the employee's PCS travel begins. – DSSR FAQ 22

21. Q: How is it determined whether the commercial or non-commercial rate for SEA applies, and can an employee draw SEA at the commercial rate and EFM's draw SEA at the non-commercial rate?

A: Commercial or non-commercial applies to the type of lodging the "first evacuee" occupies. Per DSSR 632.1, "There can only be one 'first evacuee' at any given time, except as per DSSR 632.4(b). Only the first evacuee (this may be the employee or eligible family member) is reimbursed for up to 100 percent (or up to 150 percent for special family compositions) of the lodging portion of the per diem rate for his/her safe haven location. All other eligible family members get only a percentage of the meal and incidental expense portion of the per diem rate of the first evacuee's safe haven location. If the first evacuee submits a commercial lodging receipt, then the commercial rate formula applies. If a commercial lodging receipt is not submitted, then the non-commercial rate formula applies. Both formulas are shown in a separate document entitled, "Evacuation Payments Worksheet (EPW)", in DSSR 960. Note: If evacuees stay in commercial lodging that does not include furniture and/or cost of utilities, these additional costs may be reimbursed as part of lodging (receipts must be submitted with lodging receipts). – DSSR FAQ 24

22. Q: If the family composition requires more than one hotel room or larger quarters is there flexibility to allow reimbursement above the commercial rate maximum of 100% of the lodging portion of the safe haven?

A: The first evacuee may be reimbursed up to 50% above the lodging maximum when using the commercial rate, per DSSR 632.1(b). Special consideration is given to the following family compositions: (1) First evacuee plus one (non-spouse, age 18 and older); (2) First evacuee plus one (non-spouse of opposite gender, age 12 and over); (3) First evacuee plus two (one non-spouse, age 18 and older; or one non-spouse, opposite gender, age 12 and older); (4) First evacuee plus three (one non-spouse, age 12 and over); and (5) First evacuee plus four or more family members. – DSSR FAQ25

23. Q: What if I have a special family composition not included as one of the five listed in the previous question?

A: Requests for other special family considerations should be submitted via the DON Director, Office of Civilian Human Resources (OCHR) 614 Sicard Street, Building 201, Washington, DC 20374 per DSSR 632.1(b). – DSSR Q26

24. Q: Upon termination of an evacuation order, is there a grace period for continuation of SEA until the day an evacuee returns to post? What if the employee is being transferred and not returning to post?

A: Upon termination of an evacuation order, an employee or EFM will continue to receive SEA for an automatic grace period of three (3) days except when the full 180 days has expired, per DSSR 635. For the employee not returning to post, only the three (3) days are allowed as long as he/she has not commenced travel under an assignment order to another duty location. For employees/family members returning to the evacuated post, an additional seven (7) days may be authorized due to transportation delays. Evacuees must provide a statement on their travel voucher justifying the additional seven (7) days required to arrange for return travel to post, such as airline reservations and air freight pick up. Other reasons of a personal nature do not qualify the evacuee for SEA for the additional days. Under no circumstance can SEA payments be made to exceed the 180-day "clock". – DSSR Q27

25. Q: Is my nanny or caregiver eligible for SEA?

A: No, unless the nanny or caregiver is an eligible family member (EFM). However, he/she may be the designated representative (DSSR 610f) who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of an EFM. – JTR 6200.Q16

26. Q: Is there any other provision under the evacuation payments if I need further help with unexpected expenses related to evacuation?

A: Yes. Per DSSR 615, an employee may be paid in advance of the normal payday when, in the judgment of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation. The advance payment shall be for a maximum of 30 days based on the rate of compensation including any allowances or post differential the employee was entitled to immediately prior to the evacuation order. The advance payment may be made at any time after the date the evacuation has been ordered but no later than 30 days after this date. – JTR 6200.Q18

27. Q: What work assignments may an employee expect while on evacuation?

A: Evacuated employees may be assigned to perform any work considered necessary or required to be performed during the evacuation period, per DSSR 625.1. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and taking disciplinary action, per DSSR 625.2. – DSSR FAQ 30

28. Q: An evacuated employee was assigned to the Department and was receiving SEA payments. Subsequently the employee was assigned TDY to a post that has a differential. When will the employee's SEA be terminated and the differential payments initiated?

A: The employee's SEA payments are terminated at the time of departure from Washington, D.C. to the TDY post. The employee will receive the TDY post's differential commencing FROM the 43rd day at this post unless the employee is at a DSSR 920 footnote "N" post for the first 42 consecutive (NOT cumulative) days of detail. If that pertains, then once the 42 days consecutive are obtained, a look back to day one is allowed and all 42 days are paid. – DSSR FAQ 32

29. Q: When are SEA payments terminated?

A: Entitlement to SEA payments ends on the earliest of the following dates, per DSSR 635:

- the date the employee commences travel under an assignment order to another duty station outside the evacuation area;
- the effective date of transfer when the employee is already at the post to which transferred;
- the date of separation;
- the date specified by the head of agency;
- 180 days after the evacuation order is issued; or
- the date the evacuee commences return travel to post.

When a departure (evacuation) order is terminated and evacuees are allowed to return to post, entitlement to SEA payments ends on the day that return to post is authorized. Normally a grace period of three, not to exceed ten days, is granted during which SEA may continue to be paid while an evacuee is making arrangements to return to post. The grace period taken must be justified on the employee's travel voucher (i.e. that the extra days were necessary to arrange return to post). SEA payments are limited to 180 days, the grace period included. – DSSR FAQ 33

30. Q: What happens after an evacuation has terminated and the post (OCONUS duty location) becomes unaccompanied, meaning family members can no longer go to post?

A: Employees whose EFMs have been in temporary commercial lodging should apply for Transitional Separate Maintenance Allowance (TSMA). Employees whose EFMs have been in non-commercial lodging should apply for Involuntary SMA. Remember that since SMA payments cannot be made retroactively, the employee should make every effort to submit Standard Form (SF-1190) before the evacuation ends in order to take advantage of these benefits. – DSSR FAQ 34

31. Q: After an evacuation terminates and the post becomes unaccompanied, what benefits are available to EFMs? For example, an employee's EFMs want to move from their safe haven in Washington, DC to an alternate involuntary SMA location in the US What allowances may be granted the employee for the family members?

A: For the Department of State, Human Resources (HR) will fund the EFMs' travel from the safe haven (in this case Washington, DC) to the involuntary SMA location and will issue SMA orders that designate Washington, DC as the alternate point of origin to the SMA location, per DSSR 264.1. The EFMs may ship their evacuation UAB to this location and may access their HHG at government expense. Employees of other agencies should check with appropriate officials within your agency for guidance. – DSSR FAQ 40

32. Q: After a period of time, if an unaccompanied post is declared accompanied and the employee's EFMs want to return to post, what allowances may be granted the employee?

A: Employees should check with appropriate officials within your agency for guidance. – DSSR FAQ 41

33. Q: After an evacuation terminates and EFMs may return to post, an employee requests that EFMs remain at the safe haven site for two months before returning to post. What allowances may be granted an employee whose EFMs remain at the safe haven on voluntary SMA under the exception at DSSR 264.2(2)?

A: Following termination of an authorize/ordered departure an employee may elect voluntary SMA at the official safe haven for eligible family members previously eligible for SEA payments under DSSR Chapter 600 and for whom round-trip travel expenses have already been authorized. The employee may be permitted to then terminate this voluntary SMA and these eligible family members may be permitted to return to post provided return travel to post does not occur during the employee's last 90 days at a post of assignment. No additional expenses for travel, access to goods in storage, shipment of household goods or other such SMA-related expenditures may be incurred on their behalf. Note this election of voluntary SMA does not count as the "one change of election during a tour of duty" as normal voluntary SMA would. – DSSR FAQ 42

34. Q: May an EFM on educational travel or "away from post" education allowance, travel to the safe haven following evacuation of a post?

A: Yes. The safe haven location replaces the foreign post of assignment for travel purposes under education allowance and educational travel as established in DSSR 633.2 and DSSR 633.4. Note: Payment of SEA is not allowed for children on "away from post" education allowance (DSSR 633.2). Payment of SEA is allowed for children under educational travel only when they are at the safe haven and only for children unmarried and less than 21 years old. ("Child" is defined in DSSR 271g for education allowance and DSSR 281d for educational travel.) - DSSR FAQ 46

35. Q: May an EFM student travel at government expense from the student's safe haven site the student's school is located in the US to the home leave address of the employee to join the family on home leave?

A: Yes, this travel is authorized, per DSSR 284. The EFM student would have been on the home leave orders of the employee had the student been able to return to post, a return that was precluded owing to the evacuation. – DSSR FAQ 47

36. Q: What options are available to college students who would normally be eligible for educational travel during an evacuation? The safe haven normally replaces the post for computing educational travel, but is it permissible to delay using educational travel to post in anticipation of the imminent termination of evacuation and thus retain the option of the EFM student returning to post during the summer break?

A: If there is no parent evacuated to the US, the employee may designate a relative's or other adult's address or the city in which the college or university is located as the safe haven, per DSSR 610 I. The student, if under the age of 21, may begin receiving SEA payments after the student arrives at the safe haven. Parents have the option of paying for travel from the educational institution to the safe haven location themselves, thereby retaining the educational travel trip for later in the summer in the event the evacuation terminates and the post becomes accompanied again. If a student is already living in an off-campus apartment or similar housing at the end of the school year, then this accommodation will not be considered commercial lodging for purposes of SEA payments. – DSSR FAQ 50

37. Q: An employee is assigned to an unaccompanied post. The employee's EFM student, age 18, is enrolled in college but cannot visit the employee using educational travel. In these circumstances, may the employee receive involuntary SMA for the EFM student?

A: Yes, the employee may receive involuntary SMA in lieu of educational travel in this instance, until the EFM student becomes 21 years of age. – DSSR FAQ 51

38. Q: Some families have EFM students in college in different locations that terminate the school term on different dates. Must all family members proceed to the same safe haven site or may EFMs of the same family declare different and separate safe haven sites? If they are permitted to travel to different safe haven sites, what is the basis for the M&IE payments?

A: EFMs are not required to travel to the same safe haven site. They may travel to alternate safe haven sites either in or outside of the US, per DSSR 631a.(1). However, there can be only one authorized first evacuee, so the employee must designate one EFM as that evacuee, per DSSR 632.1. Travel of all other EFMs to alternate safe haven sites is calculated on a cost-construct basis using the safe haven of the first evacuee as the basis

for this cost calculation. Lodging, if applicable, and M&IE payments are based on the rates established for the first evacuee. – DSSR FAQ 52

39. Q: At the termination of an evacuation and a declaration that EFMs may return to post, an employee's EFMs nonetheless wish to remain in the US so that the EFMs students may complete the final term of the current school year. What allowances may be granted the employee?

A: If the EFMs are residing in commercial quarters, the employee may receive a maximum of 90 days of Transitional SMA (TSMA) to allow the EFM students to complete the final semester of the school year, per DSSR 262.3b. If the EFMs are residing in non-commercial quarters, the employee may be granted Voluntary SMA (VSMA). However, EFMs may not return to post if, at the end of the school year, the employee is within 90 days of PCS. – DSSR FAQ 53

TRANSITIONAL SEPARATE MAINTENANCE ALLOWANCES (TSMA)

40. Q: What is transitional separate maintenance allowance (TSMA)?

A. An agency may authorize TSMA (1) following the termination of an Evacuation and the conversion of a post to an unaccompanied status; (2) following the termination of an evacuation and reversion of a post to accompanied status--for educational considerations; (3) following termination of an evacuation and reversion of post to accompanied status--for other situations; (4) when family members must depart from an accompanied foreign post because employee's next foreign post is unaccompanied; and (5) when family members on involuntary separate maintenance allowance (ISMA) prepare to depart ISMA post for employee's next foreign or domestic post (Accompanied). TSMA is to assist an employee with additional costs incurred when family members are required to temporarily occupy commercial housing while establishing permanent housing following an evacuation or, in the case of (4) or (5) above, in connection with unaccompanied assignments. – DSSR 262.3

41. Q: Can you explain Transitional SMA for education following termination of an authorized/ordered departure (DSSR, Sec 262.3b)?

A: Following an authorized/ordered departure termination, an employee may elect Transitional SMA (DSSR, Sec 262.3b) at the official safe haven when dependents are in commercial housing and choose to remain to complete the current school year if a child is in the current school year final semester (grades K through 12). Transitional SMA for education may be paid for up to 90 days. See DSSR, Sec 267.1b for rates. – JTR C6200.Q21

42. Q: An employee returns to the post on evacuation orders to join his previously evacuated family two weeks before the end of the 180-day evacuation period. At the end of the 180-day evacuation period, the employee's post is declared "unaccompanied." At this time the employee takes two weeks of annual leave and then returns to post. May the employee receive TSMA on behalf of this family for the two weeks following the termination of the evacuation, even though the family was not separated?

A: Yes, TSMA may be granted for this period because the employee was maintaining quarters at the post during this temporary absence from post, per DSSR 265.3. TSMA in this case would be for the purpose of "transitioning" the family from commercial quarters occupied during the evacuation to permanent quarters because the post has been declared "unaccompanied", per DSSR 262.3a. – DSSR FAQ 54

43. Q: An employee's EFMs were evacuated six months ago and have been living in a furnished apartment. The evacuation has been terminated and the post is declared as "unaccompanied". The EFMs would like to move to a less expensive rental house. Is this move permissible while still retaining TSMA eligibility?

A: Yes, this move is permissible provided that the less expensive commercially leased rental house is a "transition" residence prior to occupying permanent quarters. However, if this less expensive rental house is intended to be a permanent residence then the employee may not receive TSMA, but may receive involuntary SMA, per DSSR 262.3a. – DSSR FAQ 55

44. Q: After an employee's EFMs move into a permanent residence are they still eligible to receive TSMA until they receive their full HHG shipment?

A: TSMA payments terminate the earliest of the dates that are set forth in DSSR 266.4, i.e. (a) the date the employee commences travel under transfer orders from the evacuated post or the date of transfer if no travel is to occur under the transfer orders; (b) the final day of the authorized period of the TSMA; (c) the date the complete HHG shipment is received by the employee's EFMs; (d) the date the EFMs occupy non-commercial quarters; (e) the date EFMs occupy permanent quarters.

If the employee's EFMs move into a permanent residence before they receive their full HHG shipment then their TSMA will terminate before they receive that shipment. Alternately, if they receive their full HHG shipment before occupying permanent quarters TSMA will terminate on the date they receive that shipment. – DSSR FAQ 56

45. Q: An employee ships some HHG from post to EFMs on TSMA in the US if the HHG does not arrive within 60 days may TSMA be extended beyond this period?

A: Usually TSMA under DSSR 262.3a may be paid for a maximum of 60 days, but an additional 30 days may be allowed, with agency approval based on extreme or unusual circumstances, per DSSR 267.1b.(2). The employee at post should submit an SF-1190

(Rev. 07/2009) to the appropriate agency official before the end of the 60-day period to request an extension of TSMA payments for the additional 30 days. An example of “extreme or unusual circumstances” would be a situation in which the employee made reasonable efforts to ship the HHG to his EFM in the US but the shipment did not arrive in this time period. – DSR FAQ 57

46. Q: What are the TSMA rates?

A: TSMA rates for days 1–30 are \$100/day for 1-2 family members and \$120/day for 3 or more family members; for days 31-60 \$70/day for 1-2 family members and \$80/day for 3 or more family members; for days 61-90 \$50/day for 1- 2 family members and \$60/day for 3 or more family members. – DSSR FAQ 58

47. Q: Is TSMA taxable?

A: No, TSMA is not subject to federal or state income taxes, per DSSR 054.1. – DSSR FAQ 59

48. Q: How are TSMA payments initiated, received, and then terminated?

A: An employee submits a SF-1190 (Rev. 07/2009) that is processed and approved, per DSSR 264.3. Payments are made to the employee by payroll and continue until the employee submits a SF-1190 requesting termination of the allowance. The employee should submit this termination notice upon the initial occurrence of any of the following events, per DSSR 266.4: (a) the date the employee commences travel under transfer orders from the evacuated post or the date of transfer if no travel is to occur under the transfer orders; (b) the final day of the authorized period of the TSMA; (c) the date the complete HHG shipment is received by the employee’s family members; (d) the date the family members occupy non-commercial quarters; (e) the date the family members occupy permanent quarters. – DSSR FAQ 60

49. Q: Once TSMA is terminated what options remain for the employee?

A: The employee may submit an SF-1190 to the appropriate agency requesting involuntary SMA for each family member and specifying in box #18 of the SF-1190 the reason for the request; namely, that the post is unaccompanied and travel to post has been denied to the employee’s family members, per DSSR 264.1. An employee’s minor family members are covered by involuntary SMA until the age of 21 (age 18 for voluntary SMA with the exception of those over 18 who are in secondary school). Involuntary SMA is paid according to the following rates: \$6,000 for one child; \$9,900 for 2 or more children; \$11,300 for one adult; \$15,300 for one adult and one additional family member; \$17,300 for one adult and two or three family members; and \$20,200 for one adult and four or more additional family members, per DSSR 267.1a. – DSSR FAQ 61

50. Q: What other allowances are available once TSMA terminates and the post is declared unaccompanied?

A: If the employee has EFM students in grades K through 12 then the employee may request either involuntary SMA or the applicable “away from post” education allowance. The applicable “away from post” education allowance is that specified for the employee’s post of assignment, per DSSR 276.23. The “away from post” education allowance option may be chosen unless child is going to school in the US and the parent (natural, adoptive, or step) resides in the US also (rare exceptions noted at DSSR 276.3). If this is the case, the employee is not eligible for the “away from post” education allowance. The logic is that the child could live with the parent and attend public school free of charge. This same prohibition does not apply if the child is going to school in a foreign country and the parent resides in the same foreign country because school wouldn’t be free in the foreign country as in the US. The only restriction on the “away from post” education allowance when a child is going to school in a foreign country is at DSSR 277.2. Room and board could not be paid to the parent if the child lived with that parent outside the US (rare exceptions noted at DSSR 277.2). – DSSR FAQ 62

51. Q: May an employee receive TSMA for EFMs who have been evacuated to an alternate approved foreign safe haven?

A: EFMs are eligible to receive TSMA, per DSSR 264.3, if they are occupying temporary commercial quarters, per DSSR 264.3. They are not eligible for TSMA if they are residing in non-commercial quarters. If they are not eligible for TSMA they may be eligible for either involuntary SMA or “away from post” education allowance (see the previous Q&As on this topic).

Note: EFMs are officially considered to be residing in the US on involuntary SMA. However, the employee may request that the alternate approved foreign safe haven of the EFMs be designated as the official involuntary SMA site. If this request is approved by the appropriate agency official an education allowance may be paid for eligible EFM students unless they have traveled to a school under the educational travel authority within the previous 12 months (DSSR 262.5). – DSSR FAQ 63

52. Q: What constitutes “non-commercial” quarters?

A: “Non-commercial” quarters are those that are not commercially leased or rented. Employees and EFMs living with family, friends, etc. would be considered living in “non-commercial” quarters. - DSSR 632.1

53. Q: An employee is to be reassigned within a month after the termination of evacuation orders. May his EFM's living in the US receive TSMA for this period?

A: The employee's EFM's are eligible for TSMA while they reside in temporary commercial quarters. However, if the employee is expecting to be transferred to the US within a month the subsistence expense portion of the Home Service Transfer Allowance (HSTA) may provide a better benefit for the employee than the TSMA. If TSMA is approved, EFM's will not be eligible for the HSTA unless "official transportation was authorized permitting those family members to join the employee at the new post of assignment in the US, per DSSR 252.8. – DSSR FAQ 65

SEPARATE MAINTENANCE ALLOWANCES (SMA)

54. Q. What is separate maintenance allowances (SMA)?

A. Separate maintenance allowance"(SMA) is an allowance authorized to assist an employee with meeting additional expenses as a result of maintaining family members away from the foreign OCONUS post of assignment. There are three types of SMA: Involuntary (ISMA), Voluntary (VSMA), and Transitional (TSMA):

(1) "Involuntary separate maintenance allowance" (ISMA) may be granted because of dangerous, notably unhealthful, or excessively adverse living conditions at the employee's post of assignment in a foreign area, or for the convenience of the Government. (See 262.1.)

(2) "Voluntary separate maintenance allowance" (VSMA) may be granted to an employee who personally requests such an allowance, based on special needs or hardship involving the employee or family member(s). (See 262.2.)

(3) "Transitional separate maintenance allowance" (TSMA) may be granted to an employee whose family members temporarily occupy commercial quarters following termination of an evacuation or in connection with an unaccompanied assignment. (See 262.3.) – DSSR 261.1

54. Q: At what age must voluntary SMA terminate for a dependent child?

A: Voluntary SMA must be terminated on a child's 18th birthday, unless the child is attending secondary school or is determined to be incapable of self-support (due to physical or mental impairment), per DSSR 264.2(1)c.

56. Q: If an employee's spouse is in Washington, D.C. on voluntary SMA and the employee is evacuated from the OCONUS post to the safe haven site of Washington, D.C., is voluntary SMA terminated?

A: The SMA is not terminated. When the employee is evacuated, it is considered a temporary absence from post. Per DSSR 265.3 the grant shall continue during the absence of the employee from the post provided the employee maintains quarters at the post, unless terminated under the provisions of DSSR 266.2 or 266.3 (Transfer or Separation).

57. Q: At what age must involuntary SMA terminate for a dependent child?

A: Involuntary SMA must be terminated on a child's 21st birthday, unless the child is determined to be incapable of self-support (due to physical or mental impairment), per DSSR 267.1a. A child who is in post-secondary school/college and not currently working is not considered to be incapable of self-support. – DSSR FAQ 68

58. Q: If an eligible family member on SMA travels to the post at personal expense will the Department assume any responsibility in the case of an emergency involving the EFM?

A: When an EFM travels to the employee's post at personal expense, the family member is considered a private citizen visiting the country. As such, that family member is not eligible for any allowances or benefits paid on behalf of family members of USG civilian employees, including any medical emergency evacuation travel, per DSSR 261.2. However, if the employee has not previously used the one change of option per tour (voluntary SMA), the employee might be permitted to do so once an emergency arises. – DSSR FAQ 69

59. Q: When an employee receiving SMA is transferred to another post does the SMA automatically continue?

A: When an employee is transferred, SMA must be terminated, per DSSR 266.2. The employee must then elect to apply for SMA at the new post or have family members included on the travel orders (if an accompanied post). – DSSR FAQ 70

60. Q: Following the termination of evacuation, may an employee's EFMs remain at their safe haven on voluntary SMA and then return to post later?

A: Following termination of an authorized/ordered departure an employee may elect voluntary SMA at the official safe haven for the EFMs previously eligible for SEA payments and for whom round-trip travel expenses have already been authorized, per DSSR 262.2. However, an EFM who has been living in an official overseas safe haven and wishes to remain there must reaffirm that this location meets Department of State security standards. The employee may be permitted to terminate this voluntary SMA and EFMs may be permitted to return to post provided return travel to post does not occur

during the employee's final 90 days at post, per DSSR 264.2(2). This SMA is not to be considered the "one change of option" during a tour of duty. – DSSR FAQ 71

SINGLE PARENTS/TANDEM COUPLES

61. Q: If a single parent employee is assigned to a position designated by the post as an "emergency-essential" position will the employee's children be evacuated when ordered departure for EFMs is declared? If so, what allowances will the EFM children receive?

A: Yes, the EFM children will be evacuated. They will be eligible for the customary evacuation benefits, per DSSR 630. If there is a single child, this child would be considered as the "first" evacuee of the family unit and would receive SEA based on the safe haven's per diem rate, including the actual lodging charge up to the lodging limit. If there are other children evacuated they would receive a percentage of the safe haven's locality M&IE rate according to the formulas set forth in DSSR 632.1.

62. Q: When married couple employees depart post on evacuation orders, how are their SEA payments determined?

A: Employees will each receive evacuation benefits not to exceed an employee's eligibility, but without duplication of benefits for family members on their orders. Both employees are considered to be the first evacuee, per DSSR 632.1. (This is based on married couple employees' eligibility for all other allowances, including transfer allowances and temporary lodging, on a per person employee basis. However, only 50% of the lodging allowance is granted if the employees are sharing lodging.) – DSSR FAQ 78

63. Q: In the case of married couple employees with EFM children and only one parent being evacuated, on whose orders should the evacuated children be placed?

A: EFM children of married couple employees should be placed on the evacuating employee/parent's orders, per DSSR 610j.

64. Q: How do married couple employees evacuated to the same official safe haven submit their receipts under the commercial rate formula for lodging?

A: Provided the evacuated employees are residing in the same commercial quarters, they should submit their vouchers together. Reimbursement would be granted as "first evacuee" to each for lodging (one-half of the commercial lodging charge for each if sharing quarters) as well as M&IE, per DSSR 632.1(b).

SHIPMENTS AND PROPERTY CLAIMS

65. Q: May privately owned vehicles (POV)s be shipped from the OCONUS post to the safe haven point at government expense?

A: No, POV shipments are not authorized to the safe haven location. However, a safe haven transportation allowance of \$25 (regardless of family size) per day is authorized to assist with unexpected local transportation costs. No receipts are required. - DSSR 631b.

66. Q: Can emergency storage of POV be paid at government expense if it is necessary to evacuate the employee/and or dependents from the OCONUS post?

Emergency storage of POV is a discretionary allowance and may be authorized if the POV was (1) transported/authorized to the OCONUS permanent duty station at government expense under JTR Chapter 5, Part E or driven by the employee/immediate family member to the PDS at which POV use was "in the government's interest." POV storage may be at a place determined to be reasonable by the DoD Component concerned whether the POV is already located at, or being transported to, the post of duty.

Allowable expenses for emergency storage of the employee's POV include; necessary expenses for actual storage, preparing the POV for storage and return to the traveler after the emergency has ended, local transportation expenses to and from storage facility, and other necessary expenses relating to storage and transportation. The cost of insurance carried on the POV while in storage, is the employee's financial responsibility. – JTR C5236

67. Q: May an employee have access to household goods (HHG) while on evacuation status?

A: Access to, delivery and return to storage of household goods for evacuees is at personal expense, not Government expense. - JTR 631b.

68. Q: If an employee does not ship unaccompanied baggage (UB) from OCONUS post during an evacuation and subsequently receives the airfreight replacement allowance, may the employee ship UB back to post after the evacuation?

An airfreight allowance for UB is authorized for authorized/ordered departure from/return to PDS. If the airfreight allowance is not used to ship UB because of circumstances beyond the evacuee's control, an airfreight replacement allowance (in lieu of an airfreight allowance from PDS) may be granted to help defray costs of items, normally part of the authorized airfreight shipment, that must be purchased. The flat amounts are as follow: First evacuee without family: \$250; First evacuee with one family member: \$450; or First evacuee with two or more family members: \$600. Receipts are not required for this allowance. ***NOTE: Even when the airfreight replacement allowance is granted from PDS, evacuees are still eligible for an airfreight allowance when/if they return to PDS. – JTR 631a***

69. Q: What if I get an airfreight replacement allowance since I could not get an airfreight shipment out, can I subsequently get air freight shipped from my official safe haven if I join my spouse at the employee's official safe haven?

A: Yes. The logic is that you got the airfreight replacement allowance to purchase things you could not bring out in your airfreight shipment; therefore, airfreight shipment/UB is allowed from the official/US safe haven to your spouse's US safe haven. – JTR 6200.Q

TERMINATION OF EVACUATION

70. Q: What is the period of validity for evacuation orders?

A: Under normal circumstances, evacuation orders are valid for up to nine months from date of issuance. However, if an employee still at post is reassigned to another post, evacuated family members are not allowed return travel within 30 days of reassignment. – DSSR FAQ 88

71. Q: What happens if an evacuation ends and an employee is liable for paying a lease penalty?

A: If an employee or designee signs a lease at the safe haven and is subsequently ordered to return to post, or if an evacuation terminates and the post subsequently becomes unaccompanied, then the employee's agency may waive the refund due the Government on an advance or reimbursement of lodging expenses incurred not to exceed 30 days. This lease coverage may not extend beyond the 180-day evacuation payment limit. – DSSR 632.4c.

INVOLUNTARY SEPARATE MAINTENANCE ALLOWANCE (ISMA)

72. Q: If families are separated for the convenience of the government, why are all of our housing expenses not covered like they would be at post?

A: The purpose of both Voluntary and Involuntary Separate Maintenance Allowances is to help defray the additional expenses associated with maintaining family members elsewhere than at post. The allowances are not meant to fully cover a family's expenses. The rates for Involuntary SMA are based on data provided by the Bureau of Labor Statistics for the average cost of maintaining a household in the continental United States (CONUS). The costs include average rent, utilities, miscellaneous furnishings and supplies. Because individual circumstances vary and most people do not live in the "average" area in CONUS, the rates may not fully cover each family's costs. – DSSR FAQ 91

73. Q: If the OCONUS post allows only spouses (or spouses and children under 5), but a spouse cannot go because there are children (or older children), is the employee then eligible for ISMA?

A: In addition to fully unaccompanied status, the Department of State has added the category of "partially unaccompanied" posts, i.e., only adult EFMs, or adult EFMs and small children, are permitted. If minor children (under the age of 18 years) may not proceed to post and are therefore eligible for ISMA, a parent or step-parent may remain at the separate household to care for them and would also be eligible for ISMA. – DSSR FAQ 92

74. Q: What happens if the family has been on ISMA and the post status changes back to accompanied, but because we are in the middle of the school year it is not advisable for the family to move? Can the employee continue to receive ISMA, or does it shift back to voluntary? If it shifts to voluntary, do I need to fill in another SF-1190?

A: When an unaccompanied post becomes safe enough for EFMs to return and the status changes to at least partially accompanied, the higher ISMA rates will continue for 90 days. Before the 90-day period ends, the employee will need to submit a new SF-1190 (Rev. 07/2009) to continue either ISMA (if partially unaccompanied and the employee's EFMs may not return) or VSMA (if the employee's EFMs could return but choose not to). – DSSR FAQ 93

E VACUATION

75. Q: My family and I were evacuated six months ago and I have been leasing a furnished apartment in a high rise building. I'd like to move to a rental house that is less expensive. Can I do this and still receive Transitional Separate Maintenance Allowance (TSMA)?

A: Yes, you and your family can move to a less expensive commercially-leased rental house as long as it is a "transition" residence prior to occupying your permanent residence. If this move to the less expensive rental house is intended to be your permanent residence, then you will not be eligible for TSMA but only eligible for the "regular" Involuntary SMA rates in the Department of State Standardized Regulations (DSSR) section 267.1.

76. Q: Even after my family moves, they will have a lot of extraordinary expenses (like furniture rental) until they receive the full household goods (HHG) shipment. When will my TSMA payments stop?

A: As stated above, if this residence is considered temporary ("transitional") and commercially-leased, then TSMA payments may be paid for up to 60 calendar days awaiting your full HHG shipment. TSMA is intended to help defray the extraordinary expenses your family will experience during this transition period between the end of

evacuation and the beginning of Involuntary SMA. The daily TSMA rates for days 1 through 30 are \$100 per day for 1 or 2 eligible family members; and \$120 per day for 3 or more eligible family members. The daily TSMA rates for days 31 through 60 are \$70 and \$80, respectively. These are not per person rates but per family rates. – DSSR FAQ 99

77. Q: Even if my spouse, who is still at post, ships some of our HHG right away, it will still probably take more than 60 days to get here. How do I extend the TSMA to 90 days?

A: TSMA may be paid for a maximum of 60 days with an additional 30 days allowed following agency approval based on extreme or unusual circumstances. The employee at post should submit an SF-1190 to the appropriate agency official ahead of the end of the initial 60 day period to request an extension of TSMA payments for the additional 30 days. One example of extreme or unusual circumstances is that the employee has made every effort to get the full HHG shipment to the family but the full shipment has not been delivered due to restrictions or difficulties beyond the employee's control. – DSSR FAQ 100

78. Q: Are the TSMA amounts different for days 61 through 90?

A: Yes, the TSMA rates for days 61 through 90 are \$50 for 1 or 2 eligible family members and \$60 for 3 or more eligible family members. – DSSR 101

79. Q: Is TSMA taxable?

A: No. TSMA is a type of SMA, which is not subject to federal or state income taxes. – DSSR FAQ 102

80. Q: What if I get some of our furniture from storage and also have some of our HHG shipped. Would I still be eligible for TSMA after I get the items from storage, but until the HHG arrives?

A: If you are still in temporary commercial lodging, you are eligible for TSMA for up to 60 days or until your "full" HHG is delivered.

81. Q: How do you know when my "complete" HHG has arrived?

A: The employee should submit an SF-1190 to the appropriate agency official to inform them of the date the family received the "complete" or "full" HHG. TSMA must terminate on the date the full HHG is delivered to the family. Please note that the US government is not responsible for moving a HHG shipment from a temporary residence to the subsequent (permanent) residence; therefore, it would be good to coordinate delivery of HHG to a permanent residence. Please note that TSMA terminates when the earliest of several possible events occurs (see DSSR 266.4) and therefore could stop even

before the “complete” HHG is delivered if one of those other conditions applies. – DSSR 266

82. Q: Is TSMA paid automatically once it commences?

A: Yes. Once an employee has submitted an SF-1190 and it has been processed, payments commenced via the payroll process continue automatically until the employee submits an SF-1190 to the appropriate agency official to terminate the allowance. The employee should submit the form as soon as any of the following occur: date the employee commences travel under transfer orders from the evacuated post or date of transfer when no travel by the employee under the transfer order is involved; date the authorized period for Transitional SMA ends; date the complete Household Goods (HHG) shipment is delivered to family; date the family members occupy non-commercial quarters; date the family members occupy permanent quarters. – DSSR FAQ 105

83. Q: Once TSMA is terminated, what are my options?

A: You will submit the SF-1190 to the appropriate agency official requesting Involuntary SMA for each family member and cite in box 18 of the SF-1190 the reason for the request [that the post is unaccompanied and transportation to post has been withheld for family members]. Remember, involuntary SMA extends to children until they reach age 21 (age 18 is the limit for voluntary SMA unless the child is in secondary school). Although amounts may change in the future, the current annual amounts for Involuntary SMA are \$6,000 for one child; \$9,900 for 2 or more children; \$11,300 for one adult; \$15,300 for one adult and 1 additional family member; \$17,300 for one adult and 2 or 3 family members; and \$20,200 for 1 adult and 4 or more additional family members. – DSSR 264.3c

84. Q: What if my family is at an alternate approved foreign safe haven at the end of the evacuation. Can I get TSMA for my family members in the foreign area?

A: If your family members are occupying temporary commercial quarters then they are eligible to receive TSMA. However, if they are in non-commercial quarters they are not eligible for TSMA. If they are not eligible for TSMA, they are eligible for either involuntary SMA. Note: Although family members are officially considered to reside in the US on Involuntary SMA, if an employee has extenuating family circumstances, he/she may ask the appropriate agency official to “officially” designate a foreign area for Involuntary SMA. – DSSR FAQ 108

85. Q: Can you give me examples of non-commercial quarters?

A. Non-commercial quarters are considered private residences such as living with family, friends or others in a location which is not commercially leased or rented.

LIVING QUARTERS ALLOWANCE

86. Q Will my “with family” rate continue when my family departs the foreign post under an authorized/evacuation order?

A. Yes, the “with family” rate will continue for a period not to exceed six months. After six months, if the family members have not returned to the OCONUS post the “with family” rate will be reduced to “without family” rate. – DSSR 621.1(c)

87. Q If my family and I are authorized/ordered to depart the OCONUS duty station will my LQA terminate, if yes; when.

A. Yes, your payment of LQA shall terminate as of the close of business the day you depart the post, unless you are required to maintain and pay for quarters at the post or the termination of your lease is impossible or impracticable. – DSSR 621.2(c)

POST ALLOWANCE

88. Q If my family members depart the OCONUS post under authorized/ordered departure, how will their departure affect my post allowance?

A. After the departure of all your family members from the OCONUS your post allowance shall be reduced to the "employee without family" rate. – DSSR 621.1(a)

89. Q If my family and I are authorized/ordered to depart the OCONUS duty station will my Post allowance terminate, if yes; when.

A. Yes, your post allowance shall terminate as of the close of business the day you depart the OCONUS post. – DSSR 621.2(a)

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)

90. Q. My family and I were staying in temporary quarters when we were notified of the authorized/ordered departure of eligible family members from the OCONUS post. Will I continue to receive the same authorized TQSA rate once my family members depart the OCONUS post?

A. If early return of your family members to the post is anticipated, your temporary quarters subsistence allowance may continue at the rate prescribed in Sections 120 and 925 of the Department of State Standardized Regulations. – DSSR 621.1(b)

91. Q While receiving TQSA, I was authorized/ordered to depart the OCONUS post; when will my TQSA terminate?

A. Your TQSA shall terminate as of the close of business the day of your departure from the OCONUS post. – DSSR 621.2(b)

POST DIFFERENTIAL

92. Q I have been authorized/ordered to depart the OCONUS post, will I continue to receive post differential at the safe haven location?

A. No, your post differential will terminate at the close of business on the date you depart the OCONUS post. –DSSR 621.2(f)

93. Q I was detailed/on leave away from the OCONUS post when my colleagues were authorized/ordered departure from the OCONUS post, how does their departure affect the payment of my post differential?

A. If the authorized/order departure is applicable to you, your post differential will be terminated as of the first date other employees departed the OCONUS post under authorized/ordered departure. – DSSR 532.e

94. Q: An evacuated employee was assigned TDY to another post directly from the evacuated post. When are post differentials terminated and initiated in this situation provided the losing and the gaining posts grant them?

A. Per DSSR 532a(3), the Post Differential terminates for the employee's permanent post the day he/she departs on emergency evacuation orders. The employee will receive the post differential until evacuated from his/her permanent post. The employee will receive the post differential for the TDY post commencing with the 43rd day at post. The employee will not receive SEA payments because the employee has not been evacuated to a safe haven site. – DSSR FAQ 31

95. Q: An evacuated employee was assigned to the Department and was receiving SEA payments. Subsequently the employee was assigned TDY to a post that has a differential. When will the employee's SEA be terminated and the differential payments initiated?

A: The employee's SEA payments are terminated at the time of departure from Washington, D.C. to the TDY post. The employee will receive the TDY post's differential commencing FROM the 43rd day at this post unless the employee is at a DSSR 920 footnote "N" post for the first 42 consecutive (NOT cumulative) days of detail. If that pertains, then once the 42 days consecutive are obtained, a look back to day one is allowed and all 42 days are paid. – DSSR FAQ 32

DEFINITIONS – JTR C6200

Adult dependent—for the purposes of authorized/ordered departures includes the employee's spouse or domestic partner and any members of the employee's family identified and certified on the SF1190 Foreign Allowance Application, Grant and Report in accordance with DSSR Section 040m who are 21 years of age or older.

Advance payment—the monetary amount payable to an employee ordered/authorized to depart or his/her designated representative in advance of the date on which the employee would otherwise be entitled to be paid.

Day—calendar day except when otherwise specified.

Department—any department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation in the executive branch wholly owned or controlled by the Government.

Dependent—a member of the employee's family identified and certified on the SF1190 Foreign Allowance Application, Grant and Report in accordance with DSSR Section 040m. Special factors include:

(1) Neither employee member of an assigned career or probationary career married couple or domestic partnership (please note that the term “spouse” used throughout this guidance applies also to domestic partnership) should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;

(2) Locally hired dependent employees should be evacuated or authorized to depart as dependents unless the Chief of Mission decides the position is essential, and the Department of State concurs in the decision.

Designated representative—a person 18 years of age or over who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of a dependent.

Evacuation—the authorized or ordered departure of an employee or dependent(s), or any of the circumstances outlined in Section “j” below herein. The terms “evacuated” and “authorized/ordered to depart” are used interchangeable.

Evacuation order—Either an oral or written communication which authorizes or orders the departure from the post of assignment.

Evacuation payment or evacuation/departure payment—a monetary amount payable to an employee, his/her EFMs, or designated representative during a period of authorized departure or ordered evacuation.

Evacuee—an employee or dependent who, because of military or other reasons in the national interest which create imminent danger to the life of the employee or dependents;

(1) has departed post of assignment under authorized or ordered departure status;
or

(2) is ordered or authorized to depart post but cannot leave the post because of reasons beyond the control of the employee; and, in the case of an employee, is prevented by circumstances beyond the control of the employee and beyond the control of the Government from performing position duties; or

(3) is prevented from returning to the post while temporarily absent from post but otherwise intended to do so.

Monetary amount—the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

Safe haven—(1) a location or place officially designated by the Secretary of State/Principal Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) to which an employee and/or dependents will be ordered or authorized to depart; or (2) an alternate safe haven is a safe haven approved by the Secretary of State/(PDUSD (P&R)) under individual circumstances when in the interests of the US Government.

Evacuees at a safe haven are not entitled to diplomatic courtesies, immunities, services and privileges accorded to the official American diplomatic community assigned to the safe haven. (Also see DSSR Section 631a(1).)

Subsistence expense allowance (SEA)—the daily monetary amount payable to assist in offsetting direct added subsistence expenses of evacuees.

Special allowance—an additional allowance to offset the direct added expenses incident to an authorized/ordered departure.



WHERE TO GO FOR ADDITIONAL INFORMATION

For additional information, the following resources are available:

- DoD Joint Travel Regulations
- Department of State Standard Regulations
- Contact your local HRO or HRSC
- Email DONhrFAQ@navy.mil

Evacuation Travel Voucher Assistance and other available assistance

Commander Navy Installations Command PASS Programs

I. Evacuation, what is it?

Evacuation is defined in the Joint Federal Travel Regulation Chapter 6, Parts A (OCONUS) and B (CONUS). Evacuation must be caused by unusual or emergency circumstances such as war, riots, civil uprising or unrest, adverse political conditions, denial or revocation by a host government of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude.

The order to commence an emergency evacuation will be issued by the appropriate Navy Regional Commander. This official determines whether a limited or full evacuation is required. Once the Regional Commander has issued the order to evacuate, it is the Individual Commanding Officer's responsibility to issue Evacuation Authorizations (orders) to dependents of active duty military members and of its civilian employees. The Individual Commanding Officers will also issue Temporary Duty (TDY) orders to its active duty military members and its civilian employees.

1. **Full** evacuation defined -- the authorized/ordered movement or departure of dependents from one area to another (both areas may be in the same city or each may be in a different city). Primarily used where geographic areas expect or suffer extraordinary storm damage.
2. **Limited** evacuation defined -- the authorized/ordered movement of member's dependents from their residences to the nearest available accommodations which may be government quarters). Used primarily for the temporary avoidance of severe weather (hurricanes, floods, ice storms, etc.).
INCONUS Settlement: U6051-E Defined, U6053-I Transportation, U6054-D Per Diem

In either case, this official then must designate:

1. a certain locality as a safe haven (a geographic area must be named, a city, a county, a state, a region etc.). Alternate safe haven sites can also be named; and

Note: Travel to a location other than the named safe haven site must be authorized on the order or by amendment thereto.

2. provide an effective date to begin the evacuation (or limited evac) and estimated duration.

This critical information is normally released via message and/or included in the actual TDY orders for military and civilian employees, and on the Evacuation Orders for dependents.

II. Orders & Funding

The following is a break down of funding for each category of traveler:

Military:	O&MN	Type of Order--TDY
Civilian Employees:	O&MN	Type of Order--TDY
Military Dependents:	MPN	Type of Order—EVAC (DD 1610)
Civilian Dependents:	O&MN	Type of Order—EVAC (DD 1610)

The member's Name, Grade and SSN are to be used on both the member's claim and the dependent's.

III. Definitions of Safe Haven

Safe Haven—A location anywhere in the world named in the evacuation order/authorization, or subsequent modification to the order/authorization, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the PDS or proceed to a designated place. Safe Haven must be indicated on the Evacuation order as per diem and transportation allowances are based on the designated locality.

IV. Advance Pay

Advance Pay Upon Evacuation of Members or Dependents. The purpose of this advance is to give funds to evacuated members or dependents to cover costs of travel, food, and other needs. (DoDFMR Volume 7a, Chapter 32).

- **Authorized Amounts.** A member may be authorized up to two months of basic pay (net any forfeiture, and MGIB) to be paid as an emergency local payment.
- **Repayment.** Advance Pay received in connection with an ordered evacuation must be re-paid in 12 months.
- **Form Required.** A member may request advance pay in connection with an ordered evacuation on a DD form 1337 signed by the member's command Approving Official. A copy of the DD form 1337 is attached at the end of this section.

V. Evacuation Allowances

Per diem is payable to offset the extra cost of lodging, meals and incidental expenses incurred during a period of evacuation.

Members--ordered to evacuate are paid at regular TDY entitlements.

Dependents

- Dependents are authorized (1) round trip from the evacuation site to the designated safe haven and return. Mileage will only be paid up to NTE the distance from the evacuation site to the designated safe haven and back as determined by the Defense Table of Distance. Mileage is reimbursed to only the owner/operator and not passengers.
- Dependents who are in the absence of a POV at the safe haven, dependents are authorized local travel allowances paid at a rate of \$25.00 per day, per family, to help offset the expenses incurred for required local travel between the dependents' place of lodging at the safe haven and medical/dental appointments, finance office, family support service center, commissary, pharmacy, post office and similar destinations in the local area. This allowance is to help offset travel expenses if any and not a daily allowance. This allowance cannot be paid for reimbursements for expenses incurred by renting a motor vehicle.
- Per Diem begins on the date dependents arrive at the safe haven.
- First 30 Days. Dependents age 12 and over are given per diem and M&IE at the rate of 100% for the first 30 days. Dependents under the age of 12 are given per diem and M&IE at the rate of 50% for the first 30 days.
- After the first 30 days. Beginning on the 31st day, dependents 12 and over are given per diem and M&IE at the rate of 60% and dependents 12 and under are given per diem and M&IE at the rate of 30%.
- Entitlements completely stop after 180 days. If dependents are ordered to move to another safe haven, the 180 day clock will restart. If dependents choose to move to another safe haven, the 180 clock remains in effect and entitlements are paid up to NTE the rate of the designated safe haven.
- Per diem and M&IE allowances stop the day transportation is first made available to dependents for return to the PDS unless further delay is authorized for reasons beyond the dependents' control.
- If dependents are away from the PDS at the time the evacuation is ordered, they are considered to be at a safe haven, and entitled to per diem for the location they are in, beginning on the day they would have returned to the PDS.
- Dependents are authorized miscellaneous TDY reimbursable expenses as stated in JFTR Appendix G if used. These are reimbursable expenses if incurred and not an entitlement.

VI. Miscellaneous Expenses

- Dependents are authorized reimbursable transportation expenses while enroute to Safe Haven or returning to PDS only.
 - Typically this would only mean tolls
- Dependents are only entitled to other reimbursable expenses as required and approved by the Order Issuing Authority on the orders/authorization.
 - Typically this would mean the sponsor's command authorizes health/location phone calls to ensure the location and health of evacuees.
 - Any other reimbursable expense would have to be approved by Pers-130.
 - Laundry, communication fees, phone calls, parking, etc.

VII. Other Allowances

- **Escort Allowances:** Travel and transportation allowances are payable to a person who travels under an official travel authorization as an escort for a dependent who is incapable of traveling to the safe haven alone, due to age, physical or mental incapacity, or other extraordinary circumstances.
- **Household Goods (HHG):** When a dependent is directed to move to a safe haven the member is authorized transportation of unaccompanied baggage for the dependent, and those HHG items authorized/approved by competent authority as needed for the dependent's comfort and well-being at the safe haven from the member's foreign OCONUS PDS and/or from non-temporary storage (NTS) to the safe haven (JFTR U6007.B.1).
 - Member's dependents may ship up to 350 pounds of unaccompanied baggage per adult and 175 pounds per child under 12 years of age, for a maximum of 1,000 pounds (JFTR U6007.A.2.)
 - If the unaccompanied baggage allowance is not used because of circumstances beyond the evacuee's control, an air freight replacement allowance may be authorized/approved to help defray costs of items ordinarily part of the authorized shipment which must be purchased. The flat amounts are as follows: one evacuated dependent: \$250; two evacuated dependents: \$450 (total); three or more evacuated dependents: \$600 (total) (JFTR U6007.a.3).
- **Personally Owned Vehicles (POV):** Although shipment of POV's is not authorized as part of this evacuation, a \$25.00 per day, per family, local travel allowance will be authorized to partially off-set the expense incurred for required local travel at the safe haven.
- **Pet Transportation:** Families are authorized transportation to the safe haven of up to two common household pets (to include quarantine fees). Animals such as horses, fish, birds, various rodents and others are excluded due to size, exotic nature, shipping restrictions and or special handling difficulties. (JFTR U6016).
- **Housing Allowance Entitlement:** A member, whose command sponsored dependents are evacuated and who was authorized a with dependent housing allowance on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the members continues to maintain private sector housing, as long as the command-sponsored dependents are receiving evacuation allowances.

- If dependents' return to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation allowances until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowance per diem terminates. OHA based on the OCONUS PDS stops the day before (JFTR U10426.a.1). Once the housing allowance at the dependents' location begins (the day the dependents move into a permanent residence), if government quarters are not available for the member at the OCONUS PDS, FSH-O begins on the same day (JFTR U10426.a.1).
- **Family Separation Allowance (FSA):** Sailors who are separated from their families for 30 days or more will be entitled to Family Separation Allowance. (DODFMR Vol. 7A, Table 27-3, Rule 16).
- **Dislocation Allowance (DLA):** If, during an evacuation it is determined that return of families to the permanent duty station is not a viable option it may be mandated that dependents select a "Designated Place" to permanently relocate to until the service spouse receives new permanent change of station orders. Transportation and per diem allowances and a Dislocation Allowance will be paid from the Safe Haven to the location selected as the family's "Designated Place".

VIII. Claiming Reimbursement:

- Receipts for expenses of \$75.00 and greater are required.
- Receipts for lodging in any amount are required.
- Receipts for meals, food, misc., are not required in lieu of the meals and incidental expenses (M&IE) Per Diem allowed.

IX. Processing Assistance:

Should you need further assistance the Travel Processing Center-Hampton Roads (TPC-HR) can assist both order issuing activities and travelers.

- TPC Hampton Roads Customer Service Number: 1-866-239-0303.
- TPC Hampton Roads FAX Number: 1-866-708-6985.

X. Required Forms

- **DD form 1610** (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL) <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1610.pdf>
- **DD form 1351-2** (TRAVEL VOUCHER OR SUBVOUCHER) <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351-2.pdf>
- **Evacuation Lodging Certification Sheet**



Evacuation Lodging
Cert Sheet.doc

- **SF 1199A** (Direct Deposit Sign-Up form)

Direct Deposit Sign-up Form SF 1199A

- **DD form 1337** (Authorization/Designation for Emergency Pay and Allowances)
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1337.pdf>

XI. Processing Assistance:

Requests for advances, interim payments and claim settlement should be submitted to the Travel Processing Center-Hampton Roads (TPC-HR) via your command representative (if assigned). The contact information is:

- Voice: 1-866-239-0303
- FAX: 1-866-708-6985

XII. Quick Reference:

Navy Lodge	1-800-NAVY-INN	https://www.navy-lodge.com/
Navy Gateway Inn	1-877-628-9233	http://dodlodging.net/
NFAAS	1-877-414-5358	https://www.navyfamily.navy.mil
TPC-Hampton Roads	1-866-239-0303	Voice
	1-866-708-303	FAX

Navy Personnel Command

<http://www.npc.navy.mil/CareerInfo/PayAndBenefits/JapanEarthquake.htm>

Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations

[http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies\(PayAndLeave\).pdf](http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies(PayAndLeave).pdf)

Commander Navy Installations Command

Instructions for completing a travel claim processing

http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/AdministrativeServices/TravelClaims/index.htm

Military One Source

<http://www.militaryonesource.com/MOS/FindInformation/JapanEarthquakeandTsunami2011.aspx>



RHUMB LINES

Straight Lines to Navigate By



March 22, 2011

Japan Disaster Response ~ Navy Civilian Update

"Navy civilians and their families are an integral part of the Total Force. We are going to ensure these families receive our complete support."

– Vice Adm. Mark Ferguson, Chief of Naval Personnel

The Navy released [NAVADMIN 094/11](#), one of a series of messages in response to the magnitude-9 earthquake and subsequent tsunami that struck Japan March 11, announcing [eligible family members of Navy civilians](#) residing on the island of Honshu, Japan, are [authorized voluntary departure](#) to destinations in the continental United States for a period not to exceed 30 days. For information on the authorized voluntary departure of Sailors' family members see [NAVADMIN 093/11](#).

Family members of Navy civilians participating in the authorized departure may be eligible for entitlements and allowances which include:

- Coverage of Travel Expenses: Transportation expenses and travel per diem may be provided to cover the time traveling from the evacuation site to the safe haven location, including time spent processing through a repatriation site.
- Subsistence Expense Allowance (SEA): SEA is based on the local per diem rate and begins the day after arrival at the authorized safe haven location.
- Advance Pay: Thirty days advance pay for employees who evacuate, when authorized.
- Unaccompanied Baggage Shipment: Evacuees may ship up to 350 lbs of unaccompanied baggage per evacuee age 12 or older and 175 lbs per evacuee under age 12, up to a total of 1,000 lbs.

These prudent measures will assist and expedite Japanese recovery efforts. We continue to carefully monitor and assess the situation in Japan and provide our service members, civilian employees, as well as their families, with the guidance necessary to ensure their safety and well-being.

Key Messages

- The safety and security of our [Sailors, civilians and family members](#) remain a top priority.
- America's Navy is committed to Operation Tomodachi and supporting our longtime ally.
- The voluntary departure order will not draw our assets from the vital relief operation being carried out in support of the government of Japan.
- A primary source of information for those civilians in Japan, and their dependents, is the Fleet and Family Support Center in Yokosuka. They are currently open 24/7 in support of our Sailors, civilians and dependents.
- For Department of Navy Human Resources (DONHR) asks civilians and families with questions direct them to: DONhrfaq@navy.mil

Facts & Figures

- The locations affected by the voluntary authorized departure of eligible family members include: the Tokyo Capital Region and the prefectures of Kanagawa, Aichi, Chiba, Fukushima, Gunma, Ibaraki, Iwate, Miyagi, Nagano, Niigata, Saitama, Shizouka, Tochigi, Yamagata, Aomori, Akita, and Yamanashi.
- DONHR website includes a list of frequently asked questions and unique fact sheets which can be viewed by visiting <http://www.donhr.navy.mil/>.
- For questions on personnel matters related to the disaster in Japan should visit the [Commander Navy Personnel website](#) or call the Navy Emergency Coordination Center hotline at 1-877-414-5358.